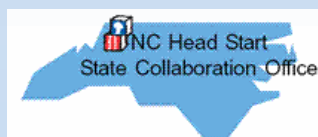


2014 NORTH CAROLINA HEAD START

Special Projects Internships

**SPONSORED BY THE NORTH CAROLINA HEAD START-STATE
COLLABORATION OFFICE**



2014 NORTH CAROLINA HEAD START COLLABORATION SPECIAL PROJECTS INTERNSHIP PROGRAM

The NC Head Start – State Collaboration Office created the *Special Projects Internship Program* to develop a cadre of new leaders in the North Carolina Head Start system. A key component of the program includes the participation of Interns in short-term, intensive quality improvement initiatives that address one or more of the federal priorities of the Head Start – State Collaboration Office (HSSCO). Through the Internships, outstanding leaders gain firsthand experiences that offer a State-level perspective into the operations of the HSSCO and other State and federal programs that build on the promise of North Carolina’s most vulnerable young children and families. The Special Projects Internships experience begins in April 2014 and ends in July 2014.

The NC Head Start Collaboration *Special Projects Internship Program* offers a multifaceted work experience. Special Projects Interns (SPIs) spend their time with the HSSCO, contributing their special skills and perspectives from academia and the workforce to support State initiatives and federal priorities.

SPIs may work side-by-side with senior managers, policymakers, and researchers. Their assignments demand a high level of engagement; a capacity for learning quickly; and a willingness to adapt to new approaches for working.

Special Projects Interns assume important responsibilities within the HSSCO. Their work centers on managing projects that provide creative solutions to critical issues impacting the service delivery of the NC Head Start system. SPIs have conducted research; authored briefs and resource manuals; and built statewide systems and cross-agency collaborations.

In addition to work assignments, SPIs take part in professional, educational, and leadership development opportunities. They may attend conferences and meetings that enable them to explore early care and education issues with State, national, and local leaders and innovative early childhood program practitioners. These experiences provide rich opportunities for SPIs to refine their leadership skills.

WORK ASSIGNMENT



The work assignment is central to the North Carolina Head Start Collaboration *Special Projects Internship Program*, presenting each SPI with the opportunity to help address important issues and challenges in early care and education while promoting personal and professional growth.

SPIs fulfill their *work assignments* over a 4-week period in Raleigh, NC, which are determined on the basis of HSSCO needs and Interns' interests and skills. The work experience is augmented by *leadership development* opportunities. SPIs receive a stipend ranging from \$4,500 – \$6,000 for the 4-week period.

Previous classes of SPIs contributed to the development of a workforce “pipeline” between the State of North Carolina and the University System of Puerto Rico to attract and recruit well-credentialed, bilingual staff for employment in North Carolina’s Head Start system. Other SPIs have conducted graduate level research that led to the creation of a statewide family partnerships demonstration site that has become a hub for training and coaching on professional best practices for working with families in poverty. Still, other SPIs have built systems of cross-agency collaboration, or published resource manuals on behalf of the NC HSSCO that address emerging issues for Head Start programs.

At the conclusion of the Internship period, SPIs are expected to return to their former places of employment or academic programs more experienced in policy and effective practice and poised to contribute significantly to their professions and their communities of practice.

LEADERSHIP DEVELOPMENT

The leadership development component of the NC Head Start Collaboration Office *Special Projects Internship Program* complements and amplifies the *work experience*. It includes attending State– or national–level meetings with early childhood experts and officials; as well as participating in key enrichment opportunities held one or two days per month (beginning in April) leading up to the 4-week *work experience* in Raleigh. SPIs may attend conferences, workshops, symposiums, and other special meetings. Some SPIs have attended meetings at the Governor’s Office and the Pentagon, and have met with federal staff at the Office of Head Start in Washington, DC.

One of the goals of the Internship program is to challenge SPIs to broaden their horizons. To that end, Special Projects Interns are provided rich networking opportunities and unique experiences intended to help cultivate their talents and support their professional climb.



SELECTION CRITERIA

The NC Head Start – State Collaboration Office and its designated committee supervise the selection process.

Candidates are sought who demonstrate experience with and/or have keen interest in Head Start; have substantial content area knowledge and expertise; and who have significant personal, professional, civic, and academic accomplishments.

The purpose of the Internships program is to advance the priorities of the HSSCO and to increase the opportunity for SPIs to make weighty contributions to the North Carolina early care and education system and to their own professional or academic programs. Those selected must have in-depth knowledge of Head Start and its

overarching philosophy; and a demonstrated commitment to children and families.

The selection process seeks to establish a diverse cohort of Interns characterized by a rich mixture of career experiences and geographical location. Applicants must be at least 18 years old.

Applicants must also be either a current employee of a NC Head Start or Early Head Start program; or a current undergraduate (minimally classified as a junior) or current graduate student pursuing a degree in *Early Childhood Education* with a minimum overall GPA of 3.3. There are no restrictions of race, sex, national origin, or physical ability.

APPLICATION CALENDAR AND PROCEDURE

November 2013 or December 2013

Applications available.

January 10, 2014

Application deadline. The application package must be postmarked on or before this date to be considered. An initial review and assessment of the application for compliance with the minimum requirements is conducted.

February 2014 – March 2014

Approximately 7 candidates will be identified as Intern Finalists. These individuals will be invited to interviews with the Head Start – State Collaboration Office and its committee.

Up to two (2) Special Projects Interns will be inducted into the fellowship.

April 2014

Leadership Development component begins. SPIs will participate in targeted professional development activities for up to two days per month leading up to the 4-week work experience in Raleigh.

April – May 2014

SPIs will be provided information about temporary housing options in Raleigh, NC.

June 17 – July 18, 2014

Inclusive dates of Internship period

North Carolina Head Start Collaboration Office Internships Application Instructions

Type all responses. Answer all questions fully and sign the application in the space provided in Part III, Certification. Return the original and *five (5)* copies of the application package. Also include the envelopes containing the required letters of reference. The entire packet must be sent via U.S. mail and postmarked by or before the deadline of Tuesday, January 14, 2014.

MAILING ADDRESS

NC Head Start-State
Collaboration Office
Office of Early Learning
Attention: Internship
2075 Mail Service Center
Raleigh, NC 27699-2075

Part I should be answered in the space provided on the application form. (These pages may be photocopied, scanned, or recreated in a word processing program; however, the format and size must remain *exactly* the same.) The envelopes with your letters of reference are also required.

Applications for the 2014 Internships are accepted during regular working hours of 8 AM – 5 PM, Monday through Friday. When mailing an application, it is the responsibility of the applicant to ensure that the package is postmarked on or before the date of January 14, 2014.

This entire section can be detached from the booklet.

This application can also be downloaded online at:
www.earlylearning.nc.gov/Prekindergarten/HeadStart/hsCurrentInitiatives.asp

PART I – General

1. Personal Data

NAME (LAST, FIRST, MIDDLE)

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other

Are you a U.S. citizen? ☐ Yes ☐ No

HOME ADDRESS

CITY STATE ZIP

BEST CONTACT PHONE NUMBER

PERSONAL EMAIL ADDRESS

CURRENT EMPLOYER OR UNIVERSITY

CITY

YOUR JOB TITLE OR SCHOOL CLASSIFICATION

2. References and Evaluation

There are two steps for preparing references. First, list the contact information in the section at the bottom of this page for the applicable person in Group A and your person of choice in Group B:

A) • Head Start /Early Head Start Program Official
*(This must be one of the following:
Program Director or Immediate Supervisor or
Human Resources Director or Agency Executive
Director/School Superintendent)*

• College / University Official
*(This must be one of the following:
Early Childhood Education Department Chair
or Academic Advisor)*

B) Another individual of your choice who has direct knowledge of your professional accomplishments, character, and civic activities

Second, reproduce and give the enclosed Candidate Evaluation form to those individuals. Recommenders completing the Candidate Evaluation forms should return the reference to you with an original signature in blue ink. The references must be included with the application package that you will submit via U.S. mail by the response deadline. **Your application will not be considered without these references.**

Reference A: NAME

STREET ADDRESS OR PO BOX

CITY STATE ZIP

Reference B: NAME

STREET ADDRESS OR PO BOX

CITY STATE ZIP

3. Personal Declarations /Credentials/ Experiences

Please answer the following questions and explain on a separate sheet of paper details and resolution of any question answered “yes.”

Have you ever been discharged from the Armed Forces under other than honorable conditions?

☐ Yes ☐ No

Have you ever been suspended, disciplined, or barred from any occupation or practice by any regulatory agency, professional association, or organization because of your conduct?

☐ Yes ☐ No

Have you ever been convicted of a felony?

☐ Yes ☐ No

Do you have a valid North Carolina driver’s license?

☐ Yes ☐ No

PART II – Attachments

4. Educational Background

Below, *list* all schools attended (including high school). List the degree or diploma earned, the name of each school, and its location.

EXAMPLE:

M.Ed., Mega Univ. City, State, 8/89 – 6/91
B.S., Elk Univ., Psychology, City, State, 8/80 – 6/84
Diploma, American High School, City, State 9/82 – 6/86

6. Work Experience

On a separate sheet of paper, type the heading “Work Experience” and *list* information about your employment history. Work backwards from your current position. Do not report work experiences prior to 1998. *Do not substitute a résumé.* You may use as many sheets as required. Use the following as a guide:

- Dates of employment
- Exact job title
- Employer
- Employer’s address (City & State only)
- Nature of the “business”
- Gross monthly salary (current position only)

For each you may provide a brief narrative description of work you performed, not to exceed 150 words for your current position and 100 words

for each previous position. Describe any outstanding contributions made by you and list any citations, awards, or outstanding promotions.

EXAMPLE:

9/05 – PRESENT
Parent Services Coordinator
ABC Child Care Center
1234 C Street, Anytown, NC 54321
909-444-4321
Adult Education Program
Gross salary \$2,000/month

7. Voluntary Activities and Community Involvement

On a separate sheet of paper, type the heading “Voluntary and Community Involvement Activities,” and *list* those activities not part of your job and for which you are not paid. Provide the types of information given in the examples.

EXAMPLES:

Bay City Urban League – Project ADVANCE
City, State
Provide teen parents with career education and job placements, using volunteer counselors
Co-founder of project; currently secretary-treasurer of the advisory committee
8/09 – present
Community Leader of the Year Award

Sunshine County Head Start Assoc., City, State
Training and participation for Head Start parents and teachers, advocacy, and inter-agency cooperation
Chair of the training committee
2001– Present

8. Most Significant Impact or Contribution

On a separate sheet of paper, type the heading, “Significant Impact or Contribution” and then describe in 200 words or fewer what you consider to be the most significant impact that you have had on – or contribution that you have made to – your professional or academic program.

9. Improving the NC Head Start System

On a separate sheet of paper, type the heading, “Improving Head Start.” Compose an essay of 300 words or fewer on what you would do if given a budget of \$100,000 to strengthen or improve any part of the NC Head Start system (including children, families, staff, or operations). What system issue would you address; what innovative project would you implement to improve it; and how would the budget funds support the project?

10. Protecting Federal Pre-K Programs through Sequestration Budget Cuts

On a separate sheet of paper, type the heading “Head Start and Sequestration” and compose an essay of 200 words or fewer on up to three practical ideas for how federally-funded Pre-K programs (e.g. Head Start, Title I, military childcare, etc.) can work together through deep budget cuts and limited resources to provide richer and deeper services for at-risk children and families.

11. Supporting Head Start Programs through “Re-competition”

The Department of Health and Human Services (HHS) established the Designation Renewal System (also known as “Re-competition”) for Head Start programs in December 2011. This regulation specifies seven conditions that HHS will consider when determining whether a grantee is delivering a high-quality, comprehensive program. If a Head Start program is found to meet any of those seven conditions during an official program audit, then that program will be required to compete for continued funding. One condition that has caused a significant number of programs to have to re-compete for continued funding is low scores on the Classroom Assessment Scoring System teacher-child observation instrument (known more commonly as CLASS™).

On a separate sheet of paper, type the heading “Supporting Head Start Programs” and compose an essay of 200 words or fewer on what you think would be the most effective strategy for building the capacity of all NC Head Start programs to consistently achieve high scores on the CLASS™ teacher-child observation instrument.

SIGNATURE (IN BLUE INK)

DATE

Privacy Act and Public Burden Statements

Information provided by applicants will be used only in the selection of North Carolina Head Start Collaboration Office Interns to participate in this program, and to support program management functions, including making appropriate work placement assignments.

RETURN THE COMPLETED APPLICATION TO

MAILING ADDRESS

Head Start-State Collaboration Office
Office of Early Learning
Attention: Internship
2075 Mail Service Center
Raleigh, NC 27699-2075

Application Checklist. Did you . . .

- Complete all items on this form?
- Enclose all attachments?
- Include letters of recommendation?
- Sign the Part III Certification in blue ink?
- Include the original *plus* five (5) copies of the application package?
- Make an additional copy of the application package for your records?
- Provide sufficient postage for your application package?

This checklist is intended to be a helpful aid, but it does not encompass all details or requirements of the overall application. Read all materials carefully!

PART III – Certification

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. **I certify that the essays submitted are my own work and reflect my original ideas and composition.** I know and understand that any or all items contained herein may be reviewed by the North Carolina Head Start-State Collaboration Office and are subject to investigation or verification. I consent to the full release of all information concerning my capacity and fitness by employers, educational institutions (who are authorized to release my academic records), law enforcement agencies, and other individuals and agencies to duly accredited investigators of the State government for this purpose.

**North Carolina Head Start–State Collaboration Office
Special Projects Internships Application**

Candidate Evaluation

To: _____
INDIVIDUAL COMPLETING EVALUATION

From: NORTH CAROLINA HEAD START-STATE COLLABORATION OFFICE INTERNSHIPS PROGRAM

Subject: _____
APPLICANT'S NAME

Thank you for taking the time to write a recommendation for the NC Head Start Special Projects Internship applicant named above. Your candid and specific responses to the questions below will help the Head Start-State Collaboration Office select the next Interns who will participate in an intensive four -week program of full-time work supplemented by leadership development.

Please answer the following questions (on your office letterhead, if applicable), and include your daytime telephone number. Please sign and date your evaluation in blue ink and return it to the applicant in a sealed envelope. Please also sign your name across the envelope seal. The applicant must submit your recommendation in its original envelope as part of his or her application.

1. How long and in what capacity have you known the applicant?
2. What are the applicant's major strengths?
3. What impact has the applicant had on his or her professional or academic field?
4. How would you characterize the candidate's commitment to children and families living in poverty, or those with other significant risk factors?
5. How would you describe this candidate's public speaking ability?
6. How would you describe this candidate's leadership skills?
7. What would you expect this candidate to gain from a North Carolina Head Start Collaboration Internship?
8. What would you expect this candidate to be doing in five years?